

This amount represents how much money you want to allocate and from where in the budget the money is coming from. For example, this organization would like to allocate \$66 from their food money, which was approved at \$315 in their budget.

Weekend Trip			
	Allocated	Spent	Money Left
7 Passenger Van	\$276.00	\$0.00	\$276.00
Food	\$315.00	\$66.00	\$249.00
TOTAL	\$591.00	\$66.00	\$525.00

This table is similar to the treasurer tracking template, as it shows the amount of money your org has been allocated for each line item. However, this table only shows the details for a specific activity, such as a weekend trip to a conference.

This table shows what the new allocation would be for the activity in question. The blue squares represent what the reallocated money is going towards. The pink square represents the revised amount allocated for the item money was taken away from. For example, because this org took \$66 from food and put it towards registration and parking fees, the amount of money they can spend on food went from \$315 to \$249.

Weekend Trip	
7 Passenger Van	\$276.00
Registration Fee	\$60.00
Parking Fee	\$6.00
Food	\$249.00
NEW Total	\$591.00
Amount Reallocated	\$66

We are reallocating money budgeted for food to registration fees, which are \$60 for 4 people. We no longer need to provide meals for as many people and for a shorter period of time, thus we would like to use some of the extra money to cover this unforeseen purchase. Additionally, we foresee having to pay a \$6 fee for parking at the conference.

Notice how the "NEW" total is the same as the total of the original allocation. Reallocations should not add or subtract money from your original allocation. If this total increases, you'll need to ad hoc (or reallocate more)!

This description is a great example of how to explain a reallocation request to the committee. This explanation includes where the money is coming from, what it's going towards, how much money is being reallocated, and why your org needs to reallocate. Generally, giving the committee as much detail as possible about your org's spending is preferable, as we vote on these decisions with the information we have. So, the more info the merrier!